



State of
Department of
Workforce

Presents the
Labor Law Training Series
“FRIDAY FUNDAMENTALS”

(Co-sponsored by the University of Wisconsin-Extension Local Government Center)

These interactive sessions in 2004 provide basic information about these laws:

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| Fair Employment |
| Worker's Compensation |
| State Fair Labor Standards |
| Unemployment Insurance |
| Foreign Born Workers and Employment |

Sign up now for DWD's “Friday Fundamentals” educational series.

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|----------------------|---------------------|---------------------|
| Sept. 17, '04 | Oct. 8, '04 | Oct. 29, '04 |
| Nov. 12, '04 | Nov. 19, '04 | Dec. 17, '04 |

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| All sessions held from 1:00 p.m. – 3:00 p.m. |
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About the Sessions

The Wisconsin Department of Workforce Development will present another series of educational audio conferences on the above dates. DWD uses the WisLine system operated by the University of Wisconsin. Sessions are open to the public and held at WisLine sites in all Wisconsin counties. Most topics are expanded versions of those presented at DWD's popular Labor Law Clinics.

Pick only the sessions you want!

The courses are designed to be most helpful to those new to their jobs or to the State of Wisconsin. They will also be helpful to those who haven't attended a DWD Labor Law Clinic or other DWD seminar in recent years. Particular groups that may benefit include:

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|---|-----------------|
| \$ Smaller employers | \$ Accountants |
| \$ Attorneys (2.0 hours CLE may be available) | \$ Labor Unions |

Interactive Sessions

Each WisLine session provides microphones that can be used by attendees to question speakers during the presentations.

Low Cost

The \$27.00 registration fee for each session includes reference materials mailed in advance of each session.

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| Questions? Call Jack Anchor at (608) 266-9713 |
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Information about this program may also be found at: <http://www.dwd.state.wi.us/dwd/frifund.htm>

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Topic Details

09/17/04 - Understanding the Principles of the Worker's Compensation Law - Focuses on two basic areas: 1) an overview of the key principles that underlie the WC system and, 2) practical, useful ideas for employers to implement in handling WC claims.

10/08/04 - The Basics of the Wisconsin Fair Employment Law - A straightforward look at the basics of the Wisconsin Fair Employment Law (WFEL). Introduces participants to Wisconsin's law prohibiting discrimination in employment and serves as a foundation for further discussion. The presentation addresses prohibited actions by employers, groups protected by the law, employing individuals with disabilities, on-the-job harassment, dealing with a WFEL complaint, and other concerns participants raise.

10/29/04 - Foreign Born Workers and Employment - Provides an overview of State and Federal laws with regards to employment requirements, documentation, fair employment and overtime requirements in the hiring of refugees and immigrants. Areas covered include SSN No Match letter, I-9 documents, and English Only rules in the workplace.

11/12/04 - An Overview of Wisconsin's Fair Labor Standards Law - Covers child labor work permit requirements, hours and time of day minors may work, interpretation of prohibited occupations and equipment. Also minimum wage rates for adults and minors, probationary periods, tipped employees, meal and lodging credits, payment of break and meal time, and record keeping. Also overtime and hours of work, including when time-a-half pay is required, salaried and exempt employees, payment for time not worked as it affects overtime, and recurring 7-day periods. Also wage payment and collection, including when wages must be regularly paid and upon termination and deductions from wages and penalties.

11/19/04 - Deciding Who Is Eligible for Unemployment Insurance Benefits - Provides an overview of the primary issues which can affect employee UI eligibility and employer liability. Among the topics discussed are discharges, quits, offers of work, work available, and how the terms "able to work" and "available for work" are defined by UI. This is an opportunity to ask, and get answers to, questions about how and why UI benefits are paid.

12/17/04 - Defining Misconduct under Wisconsin's Unemployment Insurance Law - Identifies the factors used by UI staff and the courts to define misconduct that can result in a claimant's disqualification for UI benefits. Covers what is and isn't a valid termination for misconduct, including absenteeism, dishonesty, and violation of company rules. Also covers the basic elements UI considers in its investigation of a discharge issue and what information UI requests from employers and claimants, and their appeal rights.

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WisLine Locations

Individual sites may not be available for every program. Please contact the site in your area well in advance of your program to verify room availability.

| Pin/Site # | City | Site Name | Phone |
|------------|--------------------------|----------------------------------|------------------|
| 4000 | Adams | Adams County Extension | 608/339-4237 |
| 4007 | Alma | Buffalo County Courthouse | 608/685-6256 |
| 4038 | Antigo | Langlade County Extension Office | 715/627-6236 |
| 4050 | Appleton | Outagamie County UWEX | 920/832-5122 |
| 4001 | Ashland | Ashland County Courthouse | 715/682-7017 |
| 4069 | Baldwin | St. Croix County Ag Center | 715/684-3301 |
| 4055 | Balsam Lake | Polk County Center Building | 715/485-8600 |
| 4064 | Baraboo | Sauk County UWEX | 608/355-3250 |
| 4003 | Barron | Barron County Off Complex | 715/537-6250 |
| 4031 | Black River Falls | Jackson County Courthouse | 715/284-0227 |
| 4034 | Bristol | Kenosha County UWEX | 262/857-6466 |
| 4009 | Chilton | Calumet County Courthouse | 920/849-1450 |
| 4010 | Chippewa Falls | Chippewa County Courthouse | 715/726-7950 |
| 4025 | Crandon | Forest County Courthouse | 715/478-2212 |
| 4037 | Darlington | LaFayette County Ag Center | 608/776-4820 |
| 4029 | Dodgeville | Iowa County UWEX | 608/935-3354 |
| 4052 | Durand | Pepin County Government Center | 715/672-5214 |
| 4073 | Eagle River | Vilas County Courthouse | 715/479-3648 |
| 4086 | Eau Claire | Eau Claire County Courthouse | 715/839-4712 |
| 4075 | Elkhorn | Walworth County UWEX | 262/741-3186 |
| 4053 | Ellsworth | Pierce County Office Building | 715/273-3531X663 |
| 4023 | Florence | Resource/Visitors' Center | 715/528-5580 |
| 4024 | Fond du Lac | UWEX -Fond du Lac | 920/929-3170 |
| 4005 | Green Bay | Brown Cty Ag. & Extension Center | 920/391-4610 |
| 4028 | Green Lake | Green Lake County Courthouse | 920/294-4032 |
| 4065 | Hayward | Sawyer County Courthouse | 715/634-4839 |
| 4030 | Hurley | Iron County Courthouse | 715/561-2695 |
| 4061 | Janesville | Rock County Courthouse | 608/757-5695 |
| 4032 | Jefferson | Jefferson County UWEX | 920-674-7296 |
| 4017 | Juneau | Dodge County Admin. Building | 920/386-3790 |
| 4044 | Keshena | Menominee County Courthouse | 715/799-4654 |
| 4035 | Kewaunee | Kewaunee County Courthouse | 920/388-4410 |
| 4036 | La Crosse | La Crosse County UWEX | 608/785-9593 |
| 4062 | Ladysmith | Rusk County Courthouse | 715/532-2151 |
| 4026 | Lancaster | Grant County UWEX | 608/723-2125 |
| 4015 | Madison | The Pyle Center | 608/262-0753 |
| 4040 | Manitowoc | Manitowoc County UWEX | 920/ 683-4169 |
| 4042 | Marinette | Marinette County Courthouse | 715/732-7510 |

| Pin/Site # | City | Site Name | Phone |
|------------|-------------------------|----------------------------------|-------------------|
| 4033 | Mauston | Juneau County UWEX | 608/847-9329 |
| 4070 | Medford | Taylor Cty USDA Service Center | 715/748-3327 |
| 4020 | Menomonie | Dunn County Ag Center | 715/232-1636 |
| 4021 | Menomonie | UW-Stout | 715/232-2431 |
| 4039 | Merrill | Lincoln County Annex | 715/536-0304 |
| 4043 | Montello | Marquette County Services Center | 608/297-9136 x290 |
| 4045 | Milwaukee | Milwaukee County Extension | 414/290-2433 |
| 4027 | Monroe | Green County UWEX | 608/328-9440 |
| 4043 | Montello | Marquette Cty. Services Center | 608/297-9153 |
| 4011 | Neilsville | Clark County Courthouse | 715/743-5121 |
| 4048 | Oconto | Oconto County Courthouse | 920/834-6852 |
| 4083 | Oshkosh | Winnebago County UWEX | 920-232-1970 |
| 4058 | Phillips | Price County UWEX | 715/339-2555 |
| 4051 | Port Washington | Ozaukee Cty Admin. Ctr. | 262/284-8288 |
| 4013 | Portage | Columbia Cty Agricultural Center | 608/742-9680 |
| 4014 | Prairie du Chien | Crawford County UWEX | 608/326-0223 |
| 4088 | Reedsburg | Reedsburg Public Library | 608/524-3316 |
| 4049 | Rhineland | Oneida County UWEX | 715/365-2750 |
| 4060 | Richland Center | Richland County UWEX | 608/647-6148 |
| 4054 | River Falls | UW-River Falls | 715/425-3256 |
| 4067 | Shawano | Shawano County Courthouse | 715/526-6136 |
| 4068 | Sheboygan Falls | Sheboygan UWEX | 920/459-3141 |
| 4008 | Siren | Burnett County Government Center | 715/349-2151 |
| 4047 | Sparta | Monroe County Courthouse Annex | 608/269-8722 |
| 4077 | Spooner | Washburn County UWEX | 715/635-4444 |
| 4056 | Stevens Point | Portage County UWEX | 715/346-1316 |
| 4018 | Sturgeon Bay | Door County/ City Library | 920/746-2260 |
| 4059 | Sturtevant | UWEX Racine County | 262/886-8460 |
| 4019 | Superior | Douglas County UWEX | 715/395-1363 |
| 4072 | Viroqua | Vernon County Extension Office | 608/637-5276 |
| 4004 | Washburn | Bayfield Cty. Admin. Building | 715/373-6104 |
| 4080 | Waukesha | Waukesha Cty Admin Center | 262/548-7770 |
| 4081 | Waupaca | Waupaca County Courthouse | 715/258-6231 |
| 4041 | Wausau | Marathon County UWEX | 715/261-1231 |
| 4082 | Wautoma | Waushara County Courthouse | 920/787-0416 |
| 4045 | West Allis | Milwaukee County Extension | 414/538-2311 |
| 4071 | Whitehall | Trempealeau Cty. Courthouse | 715/538-2311 |
| 4085 | Wisconsin Rapids | Wood Cty Courthouse | 715/421-8440 |

PLEASE NOTE:

When filling out, cutting off, and mailing the registration form on the reverse side of this sheet, some information on this side will be lost. Accordingly, you may wish to copy this side of the sheet for future reference.

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How To Register

1. **SELECT** a WisLine site and phone number from the list on the reverse side of this form.
2. **COMPLETE AND RETURN** the registration form below together with your payment or purchase order to the address below. Register at least 10 days prior to the session date to ensure reference materials are mailed to you in time for the session. **OR**, you may FAX your registration form to the number below. **OR**, you may register by phone using the number just beneath the mailing address below.
3. **IF YOU ARE REGISTERING WITHIN 10 DAYS OF THE SESSION**, call the site that you wish to attend and confirm that the site is participating in the WisLine session(s). You may also wish to obtain directions and parking information.

Payment:

Include payment in the full amount (per the number of sessions requested). Make check or money order payable to:
University of Wisconsin Extension

Return to:

WisLine Registration
The Pyle Center, Dept. 111
702 Langdon Street
Madison, WI 53706-1487

Phone (608) 262-0810 FAX (Madison) 265-3163 FAX (Toll Free) 1-800-741-7416

Refunds:

Refunds will be authorized when a registration is canceled at least 24 hours in advance of the class, minus a \$16.50 service charge.

Workshops Registration

Check all sessions you wish to attend. (All Courses are #3258)

(You can attend all six sessions for the price of five!)

- ☐ **09/17/04 - Understanding the Principles of the Worker's Compensation Law**
- ☐ **10/08/04 - The Basics of the Wisconsin Fair Employment Law**
- ☐ **10/29/04 - Foreign Born Workers and Employment**
- ☐ **11/12/04 - An Overview of Wisconsin's Fair Labor Standards Law**
- ☐ **11/19/04 - Deciding Who Is Eligible for Unemployment Insurance Benefits**
- ☐ **12/17/04 - Defining Misconduct Under Wisconsin's Unemployment Insurance Law**

SELECT ONE:

- ☐ **All sessions - \$ 135.00 (A savings of \$27.00)**
- ☐ **# of sessions _____ @ \$ 27.00 each = \$ _____**

Site (from the reverse side) you would like to attend: Site # _____ Site City _____

Name _____ Company _____

Address _____

City _____ State _____ ZIP _____

Phone # _____ FAX # _____ E-Mail Address _____

Information about this program may also be found at: <http://www.dwd.state.wi.us/dwd/frifund.htm>

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